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**Information Technology Acceptable Use Policy  
KTCF-08-10**

“Exhibit B”

**KTC**  
**Information Technology**  
**Acceptable Use Policy**

Submitted By  
Shonie De La Rosa

# **I. Introduction**

The Township (Kayenta Township) provides access to electronic information systems, including computers, computer peripherals, computer networks, software, telephones, cell phones, and data.

Use of the Township's systems shall be consistent with its goals, policies, and procedures, and with applicable local, state, federal, tribal, and international laws. Users of the Township's systems shall not interfere with the operations, integrity, or security of those systems, nor otherwise inhibit normal activities.

The Township reserves the right to amend the provisions of this policy and to change the conditions of use of its electronic information systems. The Township reserves the right to terminate or change, without notice, the nature of access to specific electronic resources.

## **II. Limitation of liability**

### **A. General disclaimer**

- 1) The Township disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the information obtained from its electronic information systems. The Township shall have no liability for any direct, indirect, or consequential damages related to the use of the information contained in, or obtained through, its electronic information systems.
- 2) As is the case with printed materials, materials accessed through electronic information systems may not be accurate, complete, or current. The Township encourages users to evaluate electronic materials just as they do printed materials.

### **B. Access to external networks**

- 1) The Township provides access to external computer networks, such as the Internet, which may enable the Township and its users to obtain information. External networks offer access to material that is personally, professionally, and culturally enriching to individuals of all ages.
- 2) The Internet is a global electronic information network which is not regulated by any local, state, federal, or international authority. Information found on the Internet may contain information that is controversial, offensive, disturbing, erroneous, or illegal.
- 3) The Township disclaims any warranty of the accuracy, authoritativeness, timeliness, or usefulness of the materials, and shall have no liability for any direct, indirect, or consequential damages related to use of these materials.

### **C. Links to Internet sites**

- 1) The Township, through its Internet home page and blog, provides links to useful Internet World Wide Web sites, which, in turn, may be linked to other sites. In choosing links, the Township follows generally accepted web site management practices. However, due to the unregulated nature of the Internet, the Township cannot monitor the sites to which it links, or any subsequent links, and cannot accept responsibility for the content or availability of those sites.

#### **D. Use of copyrighted materials**

- 2) The Township provides access to copyrighted materials, including copyrighted electronic materials. Responsibility for the consequences of copyright infringement shall lie with the user. The Township expressly disclaims liability or responsibility resulting from copyright infringement by users.

#### **E. Computer “viruses”, “worms”, “Trojan horses”, and other malicious programs**

- 1) External computers and networks may be unregulated and may contain “viruses”, “worms”, “Trojan horses” and other malicious programs potentially harmful to users’ computer systems.
- 2) Responsibility for identifying and eliminating viruses, worms, and Trojan horses and other malicious programs in data or files downloaded or uploaded to an unauthorized Township electronic information system shall lie with the user.
- 3) The Township expressly disclaims liability or responsibility for damages resulting from viruses, worms, or Trojan horses and other malicious programs contained in transmissions, data, files, or programs obtained from or through the Township electronic information systems.
- 4) The Township recommends that users employ checking and scanning software to identify and eliminate viruses, worms, and Trojan horses in any data, files, or programs they obtain from sources that may be unregulated.
- 5) Users, who intentionally execute any “viruses”, “worms”, “Trojan horses” and other malicious programs, may face reprimand and or termination and/or may lose electronic information system privileges.

### **III. Responsibilities of users**

#### **A. Ethical use**

- 1) Users of Township electronic information systems shall utilize access in an ethical manner for the content. Unethical behavior includes violating the security of any computer system, obtaining or employing, without authorization, computer access codes, passwords, or identification numbers assigned to others, removing, damaging, or destroying computer hardware and/or peripheral equipment and

accessories, using the KTC's electronic information systems in ways that unnecessarily impede the information gathering activities of others, such as by monopolizing one or more computer workstations, using the KTC's electronic information systems in ways that create a hostile environment for others, and violating the privacy of other users.

## **B. Legal use**

- 1) Users of Township electronic information systems shall employ them for legal purposes. Illegal purposes include using the systems to harass or stalk other persons, libel or slander other persons, damaging, destroying, or altering, without authorization, any computer or electronic equipment, software, or data belonging to the Township, other persons, or other organizations, violate the terms of the licenses under which the Township offers the use of software and data, infringe copyrights of materials, or disrupt or monitor, without authorization, electronic communications.

## **C. Conditions of use**

- 2) To ensure that use of Township electronic information systems is consistent with the legal and ethical standards set forth above, and to ensure a safe Internet experience for users, the Township has established the following conditions of use.
- 3) Users shall have access to the Township electronic information systems on a first-come, first-served basis. Users shall understand that the Township employs a website filtering application which, at any time, can limit or deter accessibility to websites deemed as malicious or potentially damaging to the Township computer system. Users shall not attempt to change, upload, install, set up, run, or execute any setting, program, or software not authorized by the Township on any of the Township electronic information systems.
- 4) In accordance with US law (US Code, Title 17), users shall not reproduce or distribute copyrighted materials without the permission of the copyright holder.
- 5) Users shall refrain from violating federal laws and regulations regarding the access, display or transmission of explicit sexual materials.

## **D. User Definition**

### **User**

Any person who uses the Kayenta Township electronic communication system or computer resources.

### **Authorized User**

Any Kayenta Township employee, elected Kayenta Township Commissioner or individual(s) authorized by the Kayenta Township Town Manager or Kayenta

Township IT Administrator to utilize the Kayenta Townships electronic communication system or computer resources.

#### **Unauthorized User**

Anyone that accesses the Kayenta Townships electronic communication system or computer resources without Kayenta Township administrative permission.

## **IV. Sanctions**

Users who violate Township ethical use or legal use policies, or who refuse to comply with the conditions of use, may face reprimand and/or termination and/or may lose electronic information system privileges. Pursuant to the Kayenta Townships Users who employ the Township electronic information systems to commit illegal acts may also be subject to prosecution by local, state, tribal or federal authorities.

## **V. Responsibilities of the Township**

### **Confidentiality of use**

- 1) Transaction logs and any other information that can be used to identify a user with specific data, files, or programs, or other electronic materials, are considered by Township to be confidential and shall not be divulged to anyone other than the user, except as otherwise provided herein.
- 2) All users are advised that such records shall not be made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to criminal, civil, or administrative procedures or legislative investigatory power.
- 3) Users who utilize the Township's electronic information systems are required to conduct themselves in an ethical and legal manner, and to adhere to the conditions of use set forth in the Township policy, Acceptable Use of Electronic Information Systems.
- 4) The Township reserves the right to monitor, filter, limit and/or block all users of the Township's electronic information systems, such as, Internet, printing, cell phone, telephone, etc.

**Kayenta Township  
Guest  
Acceptable Use Policy Agreement**

Guest: \_\_\_\_\_

The Kayenta Township provides technology, networks and Internet services for the specific and limited purpose of achieving the Township's goals and organizational purposes. The Kayenta Township's technology, networks and Internet services remain at all times the property of the Kayenta Township. Guests must comply with the Kayenta Township's Acceptable Use Policy at all times.

Use of the Kayenta Township's technology, networks, and Internet services does not create any expectation of privacy. The Kayenta Township reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by any Guest on Kayenta Township equipment or any equipment connected to the Kayenta Township's network.

Passwords, which allow access to networks, data, and hardware, need to be protected at all times.

Users may encounter material they may interpret as controversial, inappropriate, or offensive. It is impossible to completely control content. It is the user's responsibility not to access such material.

The Kayenta Township Acceptable Use Policy and its supporting documents can be obtained from the IT/Media Administrator or Records Management.

Guests in violation of the Kayenta Township's Acceptable Use Policy will be subject to immediate disconnection and/or possible legal prosecution.

**Guest's must receive a signature from the Town Manager or IT/Media Administrator before receiving access to any Kayenta Township Technology, Networks & Internet Services.**

I have read, understand, and agree to comply with the above and the Kayenta Township's Acceptable Use Policy.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager or IT/Media Administrator

\_\_\_\_\_  
Date

**Kayenta Township  
Employee/Commissioner  
Acceptable Use Policy Agreement**

Employee/Commissioner: \_\_\_\_\_

The Kayenta Township provides technology, networks and Internet services for the specific and limited purpose of achieving the Township's goals and organizational purposes. The Kayenta Township's technology, networks and Internet services remain at all times the property of the Kayenta Township. Employees and Commissioners must comply with the Kayenta Township's Acceptable Use Policy at all times.

Use of the Kayenta Township's technology, networks, and Internet services does not create any expectation of privacy. The Kayenta Township reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by any Kayenta Township employee or Commissioner on Kayenta Township equipment or any equipment connected to the Kayenta Township's network.

Passwords, which allow access to networks, data, and hardware, need to be protected at all times. Employees and Commissioners are not to disclose confidential information to unauthorized individuals at any time.

Users may encounter material they may interpret as controversial, inappropriate, or offensive. It is impossible to completely control content. It is the user's responsibility not to access such material.

The Kayenta Township Acceptable Use Policy and its supporting documents can be obtained from your supervisor or Records Management.

Employees and Commissioners in violation of the Kayenta Township's Acceptable Use Policy will be subject to disciplinary action up to and including dismissal and/or legal prosecution.

I have read, understand, and agree to comply with the above and the Kayenta Township's Acceptable Use Policy.

\_\_\_\_\_  
Employee/Commissioner Signature

\_\_\_\_\_  
Date